

**MICHIGAN STATE**  
**U N I V E R S I T Y**

DATE: August 22, 2019

TO: WT  
via MuckRock  
78968-48574963@requests.muckrock.com

FROM: Rebecca Nelson, Director and Freedom of Information Act (FOIA) Officer  
Michigan State University FOIA Office

*Rebecca Nelson*

SUBJECT: FOIA Extension Notice



**FREEDOM OF  
INFORMATION ACT  
OFFICE**

**Michigan State  
University**

408 West Circle Drive  
Room 1 Olds Hall  
East Lansing, MI 48824  
517-353-3929  
Fax: 517-353-1794  
foia@msu.edu  
<http://foia.msu.edu>

This is written with regard to the FOIA request that you emailed to this Office on August 14, 2019.

A public body must respond to a Michigan Freedom of Information Act (MIFOIA) request within five (5) business days after it receives that request. However, the MIFOIA also permits the public body to obtain additional time to complete its response to an MIFOIA request by issuing a notice to the requester extending the response deadline by up to ten (10) additional business days. This communication serves as notice that in order to process your MIFOIA request thoroughly, additional time is required. Therefore, the period of time for the University's response to your MIFOIA request is hereby extended by ten (10) additional business days. The University will respond to your request on or before Friday, September 6, 2019.

It may be determined that failing to assess fees for the processing of your request would result in an unreasonably high cost to the University. If so, under Section 4(2) of the MIFOIA, a fee estimate notice will be sent to you asking if you wish to pursue the processing of your request, and requiring a specified deposit to do so. Pursuant to Section 4(4) of the MIFOIA, the University's procedures and guidelines for processing MIFOIA requests can be found at <http://foia.msu.edu>.

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